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 CENTRAL INTELLIGENCE AGENCY
 Washington, D. C.

(AAS) W/H

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ADMINISTRATIVE INSTRUCTION
 NUMBER [REDACTED]

6 November 1947

25X1A

SUBJECT: Translation Service

1. The Foreign Documents Branch, Office of Operations, in addition to its currently established functions, is authorized to establish a central translation service for CIA.

2. Translation requests will be honored in the following order of priority:

- a. Translation of intelligence material which is in the interests of national security and requested by CIA offices.
- b. Translation of intelligence material which is in the interests of national security requested by departmental intelligence agencies.
- c. Translation of intelligence material required by departmental intelligence agencies for their intelligence needs.
- d. Translation of other material for intelligence purposes for departmental intelligence agencies.

3. All requests from departmental intelligence agencies will be transmitted through normal channels to the Office of Collection and Dissemination. CCD will determine the priority to be given the request in accordance with 2 above after coordination with Foreign Documents Branch. OCD will then advise the requester of the priority and the approximate date of fulfillment.

4. Requests for translation service from CIA offices, other than special OSO requirements, will be transmitted to the Foreign Documents Branch through CCD in the same manner as 3 above.

5. The translations, other than special OSO translations, will be distributed from the Foreign Documents Branch to the Office of Collection and Dissemination for dissemination to the requester and for any additional dissemination determined by OCD.

6. Where special arrangements are necessary to insure the security of OSO operations and sources of information, the OSO requirements for Foreign Documents Branch translation service will be carried out under special conditions as follows:

- a. OSO requests will not be channeled through OCD but go directly to the Foreign Documents Branch for action.

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- b. Completed translations will be returned directly to OSO without OCD dissemination.
- c. OSO will determine if dissemination is desirable, and if so, will send the information to CCD on the regular OSO Report Form.
- d. Priorities regulating translations for OSO will be worked out between OSO and Foreign Documents Branch, taking full cognizance of priorities already established.

7. The Executive for Inspection and Security will determine any necessary special security regulations for Foreign Documents Branch in performing the special translation service for CSO. The Executive for Inspection and Security will also advise Foreign Documents Branch on any arrangements to be made for the translation of unclassified material by personnel awaiting security clearance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]

Executive for
Administration and Management

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STATINTL

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020035-4

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STATINTL

Adm. Inst. [redacted] dtd 6 Nov 47

Draft can be located
in the 0/o, Documents
Branch T/o file, as
Incl. I of a memo dtd
4 Nov 47 from the Deputy
Director to Exec for Adm.

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- d. Translation of other material for intelligence purposes for departmental intelligence agencies.

3. All requests from departmental intelligence agencies will be transmitted through normal channels to the Office of Collection and Dissemination. OCD will determine the priority to be given the request in accordance with 2 above after coordination with Foreign Documents Branch. OCD will then advise the requester of the priority and the approximate date of fulfillment.

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- (b) Completed translations will be returned directly to OSO without OCD dissemination.
- (c) OSO will determine if dissemination is desirable, and if so, will send the information to OCD on the regular OSO Report Form.
- (d) Priorities regulating translations for OSO will be worked out between OSO and Foreign Documents Branch, taking full cognizance of priorities already established.

7. The Executive for Inspection and Security will determine any necessary special security regulations for Foreign Documents Branch in performing the special translation service for OSO. The Executive for Inspection and Security will also advise Foreign Documents Branch on any arrangements to be made for the translation of unclassified material by personnel awaiting security clearance.

8. The Foreign Documents Branch will coordinate with the Executive for Administration and Management in the development of a table of organization for the central translation service.

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CONCURRENCES:

[REDACTED]
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OCD
[REDACTED]

(initials 28 Aug 47)

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OSO
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ORE
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as amended in 3rd line

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GARD FORM NO. 64

5691

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Executive for A & M (ATTN [REDACTED])

FROM : Assistant Director for C & D

SUBJECT: Comments on proposed draft of procedures for a translation service

DATE: 24 October 1947

1. The proposed draft has been examined and comment as follows is submitted.

a. The importance of paragraphs 2 and 3 is reversed as listed. The following interchange and rewrite is recommended as more appropriate and complete for paragraphs 2, 3 and 4.

"2. All requests for translation service submitted by IAC and CIA offices, other than special OSO requirements, will be transmitted through normal channels to OCD. For each proper request, OCD will establish the requirement and determine its priority in accordance with par. 3 below, coordinating as appropriate with the Foreign Documents Branch. The requester will be advised by OCD, as appropriate, of pertinent details of action being taken.

"3. Priorities for translation service will be based on the following principles:

a. First consideration shall be deadlines and degrees of urgency stated by requesters.

b. Other considerations being equal, priority shall be given to translations in proportion to the anticipated value of the intelligence material which will result. In doubtful cases, ORE's opinion will be consulted as to the relative importance of projects from the standpoint of overall intelligence value.

c. A requesting agency will be called on to resolve conflicts in priority among its own requests.

d. In close cases, a request from a CIA office should ordinarily be given higher priority than a request from an outside agency.

e. Cases involving an important decision against an agency will be coordinated with the Director's office."

b. Omit par. 4 as it is included above.

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c. Par. 5, change to read: " - - - translations, will be forwarded by the Foreign Documents Branch to the Office of Collection and Dissemination - - -."

2. OCD is very interested in seeing this service developed at an early date. The recommendations previously made orally to effect early service for unclassified material are reiterated.

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C. E. DASEN
Captain, U. S. N.
Assistant Director for
Collection and Dissemination

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